

## OVERALL ASSIGNMENT RUBRIC

The email includes the following elements:

- . Subject line
- . Greeting
- . Body
- . Closing

- ☐ 0 pts  
The email includes none of these elements.
- ☐ 1 pt  
The email includes one of these elements.
- ☐ 2 pts  
The email includes 2-3 of these elements.
- ☐ 3 pts  
The email includes all four elements.

The email maintains a friendly tone.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

The email states the writer's connection to the project.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

The email explains the problem.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

The email explains the consequences.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

The email proposes at least one action or solution.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

The email makes a request.

- ☐ 0 pts  
No
- ☐ 1 pt  
Yes

Provide constructive feedback for your classmate on their submission. Below are some guidelines and examples of good feedback to help you leave constructive comments for your peers.

When giving feedback, consider:

Leading with positive feedback

Providing a balance of positive and actionable feedback

Sticking to information-specific, issue-focused, and observation-centered comments

Examples of good feedback:

"You created a great escalation email that conveys the problem while maintaining a friendly tone. I would've liked to have seen more of an explanation of the consequences, though."

"Very thorough email! I like how you clearly laid out the problem, the connection, and the consequences. The request could've been stronger—I wasn't getting a sense of what you wanted."

//